

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-36

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech. Opport.

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pgs. 5, 6, 10-11, 12 - Elements 1, 3, 4

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

from 11/21/2011 To 10/31/2012

Comments:

The purpose of this action is to initiate Phase 2 of Market Assess. & Tech. Opport. The contractor shall start Work Assignment 2-36.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

11/19/2009 To 11/18/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Comer

Branch/Mail Code:

Phone Number 202-566-2206

FAX Number:

(Signature)

(Date)

Project Officer Name Cathy Turner

Branch/Mail Code:

Phone Number: 202-566-0951

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jami Rodgers

Branch/Mail Code:

Phone Number: 202-566-4781

FAX Number:

(Signature)

(Date)

Work Assignment SOW

Title: Support for Piloting Market Assessments and Technology Opportunities for EPA Actions
Phase I and Phase II

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 1-36/2-36

Estimated Period of Performance: Phase I - Issuance to November 18, 2011

Phase II – November 19, 2011 - October 31, 2012

Estimated Level of Effort: Phase I Hours: 65
Phase II hours: 155

Key EPA Personnel:

Work Assignment COR (WA COR):

Lisa Comer
Office of Policy
Office of Strategic Environmental Management
U.S. EPA, 1200 Pennsylvania Ave., (1807-T)
Washington, D.C. 20460-0001
Tel. (202) 566-2206
Fax (202) 566-2220
Email: comer.lisa@epa.gov

Contract Level COR: Catherine Turner
OP (1805T)
202/566-0951
202/566-3001 (fax)

Background:

New and innovative approaches to environmental technology are increasingly becoming part of the solution for existing and emerging environmental challenges. The preponderance of evidence demonstrates that environmental protection and economic progress go hand-in-hand.

Working with both internal and external partners, all functional units of the Agency will seek tangible, outcome-oriented opportunities to catalyze and support technology innovation across

the range of the Agency's work. EPA will support a more seamless system of policy development and implementation; finance; and technology R&D, commercialization, and adoption to ensure a more sustainable approach to innovation across the Agency. EPA will advocate more cost-effective, innovative solutions that eliminate, or significantly reduce, adverse impacts to natural resources in a manner that promotes healthy, productive communities. The Office of Policy (specifically, the Office of Strategic Environmental Management within OP), Office of the Chief Financial Officer (OCFO), and the Office of Research and Development (ORD), will work together and with EPA programs and regions to accomplish these goals.

Specifically, this work assignment will help Office of Strategic Environmental Management (OSEM) with a range of activities and services related to the implementation of the Key Performance Indicator ("KPI" listed under cross-cutting fundamental strategies, May 2011 in EPA's Strategic Plan) excerpted and included (paragraph 2) below:

2. Conduct at least two innovative technology opportunity and market assessments for completed, pending or prospective regulatory actions, and begin developing a framework for conducting future assessments as part of the EPA Action Development Process (ADP) and periodic regulatory action review process (as required by E.O. 13563, Improving Regulation and Regulatory Review), applying lessons learned from the two pilot assessments.

This work assignment is to support OSEM in managing and implementing one of the two pilots called for in the KPI above. In addition to OSEM, this work will involve coordinating across offices and programs at EPA, including but not limited to OCFO, ORD, Office of Solid Waste and Emergency Response (OSWER), Office of Air and Radiation (OAR), Office of Water (OW), and Office of Chemical Safety and Pollution Prevention (OCSPP). This work assignment will be used to (1) research and develop and distribute written reports regarding options and application of the market analysis concept, in accordance with the KPI (above); (2) assist in the development and application of analytical tools and methodologies pursuant to the KPI (methodology to be used will be determined by EPA with research supported by contractor); (3) generate resulting written reports and other deliverables related to the KPI analysis; (4) assist in facilitating and running meetings related to the KPI analysis, as well as other undertaking other types of communication, including possibly helping EPA individuals involved with the analysis coordinate with each other. Some work, such as defining technology opportunity and market assessment and how it may apply to regulatory actions has been developed. OSEM will share this work with the contractor and the contractor will use it as background and supportive material for this work assignment.

Purpose:

EPA is interested in using market analysis to evaluate how proposed rules, guidance documents, policy considerations, or strategic planning (among other EPA actions) might encourage or ease

the market entry of new technologies, including (but not limited to) undertaking the following steps:

1. Determining what role market analysis can play in the context of regulatory review, policy making, or strategic planning, and how that application may be carried out;
2. Developing criteria that EPA might use to judge the appropriateness of a particular action, regulation, policy, or other EPA action for market analysis and technology opportunity assessment;
3. Developing the elements of market analysis (tools and methodologies) that could be used to conduct one pilot (with the potential for seeing how market analysis might fit into EPA's processes, such as the regulatory review process, policymaking process, strategic planning).

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

Phase I—Approval to November 18, 2011

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1-Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task

and a staffing plan for both Phase I and II. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2-Scoping and Planning

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

This task is intended to provide technical review, information, and analysis on market assessments and technology opportunities tools, methodologies, and approaches as they may be applied to one pilot regarding an EPA action pursuant to the KPI. The Contractor shall provide information, advice, and expertise on market assessments and analyses and related activities, possibly including how market analysis might relate to EPA's existing action development process, policymaking process, strategic planning or other activities currently undertaken at EPA.

EPA at its discretion may take incomplete or partial work products and complete them "in-house."

Specifically, under this task with direction from the WA COR, the contractor shall collect, categorize, review, analyze, and summarize EPA data, documents, and other necessary materials in order to perform a market analysis. Possible analytical steps for a market analysis include the following:

- Scoping -- This step includes scoping the project and level of effort with EPA. This initial step engages EPA to determine whether the EPA office/action selected is right and ready for a market analysis. In practice, a "Right and Ready" tool or checklist can be used to support this step.
- Planning -- This step helps the contractor understand EPA's situation in detail, such as understand the problem EPA is trying to address. This is accomplished by meeting with EPA to understand what EPA plans to accomplish with the market analysis. This step may be supported by the use of a "Needs Assessment" tool, a qualitative and quantitative questionnaire that helps to obtain this information and ultimately helps to develop a search strategy.

Deliverables and schedule under Task 2:

- 2a. Scoping - Discuss scoping 7 calendar days after conversation with EPA/WA COR and receipt of necessary documents.
- 2b. Planning - Discuss planning 7 calendar days after request from WA COR.

Task 3-Facilitation and Meeting Management

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (Events: p. 1-8).]

The Contractor shall facilitate meetings between various offices, including managers and staff working on the market analysis and communicating its purpose, methodology, approach, and results, as directed by the WA COR, for Phase 1. The contractor shall help address issues that may arise between different programs as directed by the WA COR. The WA COR anticipates approximately 2-4 meetings.

Task 3 Deliverables:

- 3a. Plan/outline potential meetings schedule within 1 month of WA COR technical direction, with input from WA COR.
- 3b. Revisions to plan based on WA COR comments due back within 1 week of receipt of WA COR comments.
- 3c. Ongoing contact and communication with WA COR, as needed and on a timely basis, for any specific meeting that is organized (e.g., preparing background materials/agenda sending invitations and organizing public involvement, facilitating and note-taking, etc.).

Phase II—November 19, 2011—October 31, 2012**Task 4-Research and Analysis**

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

This task is intended to provide technical review, information, and analysis on market assessments and technology opportunities tools, methodologies, and approaches as they may be applied to one pilot regarding an EPA action pursuant to the KPI. The Contractor shall provide information, advice, and expertise on market assessments and analyses and related activities, possibly including how market analysis might relate to EPA's existing action development

process, policymaking process, strategic planning or other activities currently undertaken at EPA.

EPA at its discretion may take incomplete or partial work products and complete them “in-house.”

Specifically, under this task with direction from the WA COR, the contractor shall collect, categorize, review, analyze, and summarize EPA data, documents, and other necessary materials in order to perform a market analysis. Possible analytical steps for a market analysis include the following:

- Researching – This step makes use of a standard research methodology to conduct both secondary and primary research in order to capture findings. The process of secondary research is focused on gathering technical and market information to build asset-specific understanding of technical issues, identify key applications and competing technologies, use of market reports and other data to build general understanding, and develop a foundation upon which more detailed analysis can be build. Primary research provides insight from industry experts, and taken together with secondary research, form the basis for developing actionable options for EPA.
- Analyzing – This step synthesizes information by employing an analysis tool, such as a SWOT (Strengths, Weaknesses, Opportunities and Threats). This allows the contractor to develop findings and prioritize opportunities for EPA. The contractor may identify solution spaces, select target spaces, and focus on specific targets for analysis.
- Reporting - The final step involves documenting the findings and delivering those findings to EPA. The EPA receives a profile of the best opportunities to meet their needs with recommended actions. This output may include, but is not necessarily limited to, a product capability description, a summary of findings, and options for next steps.

Deliverables and schedule under Task 4:

4a. Researching - Discuss research steps 14 calendar days after meeting with WA COR.

4b. Analyzing - Discuss analytical steps 14 calendar days after meeting with WA COR.

4c. Reporting - Discuss reporting steps 14 calendar days after meeting with WA COR.

Within 7 days of receiving WA COR comments on draft report, submit revised draft to WA COR. Within 14 days of WA COR comments to revised draft report, submit final report to WA COR.

Task 5-Facilitation and Meeting Management

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (Events: p. 1-8).]

The Contractor shall facilitate meetings between various offices, including managers and staff working on market analysis pilots and communicating and carrying out the Phase 2 activities, as needed, for researching, analyzing and reporting as directed by the WA COR. The contractor shall also help address issues that may arise between different programs as directed by the WA COR. EPA anticipates approximately 2-4 meetings.

Task 5 Deliverables:

- 5a. Plan/outline potential meetings schedule within 1 month of WA COR technical direction, with input from WA COR. WA COR anticipates approximately 2 meetings and at least 1-2 events.
- 5b. Revisions to plan based on WA COR comments due back within 1 week of receipt of WA COR comments.
- 5c. Ongoing contact and communication with WA COR, as needed and on a timely basis, for any specific meeting that is organized (e.g., preparing background materials/agenda sending invitations and organizing public involvement, facilitating and note-taking, etc.)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-36	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number	
Contract Number EP W-10-002	Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2	Title of Work Assignment/SF Site Name Market Assess. & Tech. Opport.	
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Specify Section and paragraph of Contract SOW Pgs. 5,6,10-11, 12 - Elements 1, 3, 4	
Purpose <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 11/21/2011 To 10/31/2012	
Comments: The purpose of this action under Work Assignment 2-36 is to approve the Contractor's work plan and cost estimate dated November 10, 2011 for 231 hours level of effort, (b)(4) in costs, (b)(4) in fee with a ceiling of \$32,387.51.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A	
g	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
5	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)
1	Amount (Dollars)	(Cents)	Site/Project (Max 8)
2	Cost Org/Code (Max 7)		
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 11/19/2009 To 11/18/2014		Cost/Fee: \$0.00 LOE:	
This Action:		\$32,387.51	
Total:		\$32,387.51	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated: 11/10/2011		Cost/Fee: \$32,387.51 LOE: 231	
Cumulative Approved:		Cost/Fee: \$32,387.51 LOE: 231	
Work Assignment Manager Name Lisa Comer _____ (Signature) (Date)		Branch/Mail Code: Phone Number 202-566-2206 FAX Number:	
Project Officer Name Cathy Turner _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:	
Other Agency Official Name _____ (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Jamil Rodgers _____ (Signature) (Date) 10/14/11		Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:	

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-36

☐

Other

☐

Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech. Opport.

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pgs. 5,6, 10-11,12 - Elements 1, 3, 4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 11/21/2011 To 10/31/2012

Comments:

The purpose of this action under Work Assignment 2-36 is to approve the Contractor's revised work plan budget dated December 28, 2011 for 231 hours level of effort, (b)(4) in costs, (b)(4) in fee with a ceiling of \$32,387.51.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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4										
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Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$0.00

LOE:

11/19/2009 To 11/18/2014

This Action:

\$32,387.51

Total:

\$32,387.51

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 12/28/2011

Cost/Fee: \$32,387.51

LOE: 231

Cumulative Approved:

Cost/Fee: \$32,387.51

LOE: 231

Work Assignment Manager Name Lisa Comer

Branch/Mail Code:

Phone Number 202-566-2206

FAX Number:

(Signature)

(Date)

Project Officer Name Cathy Turner

Branch/Mail Code:

Phone Number: 202-566-0951

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jami Rodgers

Branch/Mail Code:

Phone Number: 202-564-4781

FAX Number:

(Signature)

(Date)

Work Assignment Form (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-36	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-W-11-003	Contract Period 11/03/2010 To 09/10/2013 Base Option Period Number 2	Title of Work Assignment/SF Site Name Risk-Screen. Environ. Indicat.	
Contractor ART ASSOCIATES INC.		Specify Section and paragraph of Contract SOW E.g. 6, Sec. B, Para. b	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 09/11/2012 To 11/02/2012	
Comments: The purpose of this action to Work Assignment 2-36 is to approve the contractor's budget estimate dated September 20, 2012 for 82.20 hours level of effort, (b)(4) in estimated costs, (b)(4) in fixed fee, with a ceiling of \$5,722.42.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report actual accounting and appropriations data use EPA Form 1900-69A			
SFC (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			SFC/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
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5			
Authorized Work Assignment Ceiling			
Contract Period: 11/03/2010 To 09/10/2013		Cost/Fee: LOE:	
This Action:			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dated: 09/20/2012		Cost/Fee: \$5,722.42 LOE: 82	
Cumulative Approved:		Cost/Fee: \$5,722.42 LOE: 82	
Work Assignment Manager Name: Lynne Blake-Hedges _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-8807 FAX Number:	
Project Officer Name: Cathy Turner _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-566-0951 FAX Number:	
Other Agency Official Name: _____ (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name: Stefan Martyn _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-1987 FAX Number:	

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-36

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech Opport.

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

PGs/ 5-6, 10-11, 12 - elements 1, 3, 4

Purpose:

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Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 11/19/2011 To 9/19/2012

Comments:

The purpose of this action to Work Assignment (WA) 2-36 is to approve the contractor's revised budget estimate dated October 24, 2012 for Option Year 2 with an estimated cost of (b)(4) fixed fee of (b)(4) for a ceiling of \$46,368.12, and 356.5 level of effort hours for this WA.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

Contract Period

Cost/Fee:

11/19/2009 To 09/19/2014

LOE:

This Action:

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 10/24/2012

Cost/Fee: \$46,368.12

LOE: 357

Cumulative Approved

Cost/Fee: \$46,368.12

LOE: 357

Work Assignment Manager Name Lisa Comer

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-2206

FAX Number:

Project Officer Name Cheryl R. Brown

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Stefani Martiyan

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-1987

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-36

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech. Opport.

Contractor:

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pgs. 5, 6, 10-11, 12 - elements 1, 3, 4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments

The purpose of this amendment is to increase the LOE for Tasks 3 and 4 as provided in the revised SOW for WA 2-36.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1800-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 3)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling

Contract Period:

11/19/2009 To 11/18/2014

Cost/Fee:

LOE:

This Action

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Comer

Branch/Mail Code:

Phone Number 202-566-2206

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jami Rodgers

Branch/Mail Code:

Phone Number: 202-566-4781

FAX Number:

(Signature)

(Date)

Work Assignment SOW (Amendment)

Title: Support for Piloting Market Assessments and Technology Opportunities for EPA Actions
Phase I and Phase II

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-36

Estimated Period of Performance: **Phase I** - Issuance to November 18, 2011

Phase II – November 19, 2011 - **November 18, 2012**

Estimated Level of Effort: Phase I Hours: 65
Phase II hours: 155
Amendment hours: 75

Key EPA Personnel:

Work Assignment COR (WA COR):

Lisa Comer
Office of Policy
Office of Strategic Environmental Management
U.S. EPA, 1200 Pennsylvania Ave., (1807-T)
Washington, D.C. 20460-0001
Tel. (202) 566-2206
Fax (202) 566-2220
Email: comer.lisa@epa.gov

Contract Level COR: **Cheryl Brown**
OP (1805T)
202/566-0940
202/566-3001 (fax)

Background

New and innovative approaches to environmental technology are increasingly becoming part of the solution for existing and emerging environmental challenges. The preponderance of evidence demonstrates that environmental protection and economic progress go hand-in-hand.

Working with both internal and external partners, all functional units of the Agency will seek tangible, outcome-oriented opportunities to catalyze and support technology innovation across the range of the Agency's work. EPA will support a more seamless system of policy development and implementation; finance; and technology R&D, commercialization, and adoption to ensure a more sustainable approach to innovation across the Agency. EPA will

advocate more cost- effective, innovative solutions that eliminate, or significantly reduce, adverse impacts to natural resources in a manner that promotes healthy, productive communities. The Office of Policy (specifically, the Office of Strategic Environmental Management within OP), Office of the Chief Financial Officer (OCFO), and the Office of Research and Development (ORD), will work together and with EPA programs and regions to accomplish these goals.

Specifically, this work assignment will help Office of Strategic Environmental Management (OSEM) with a range of activities and services related to the implementation of the Key Performance Indicator ("KPI" listed under cross-cutting fundamental strategies, May 2011 in EPA's Strategic Plan) excerpted and included (paragraph 2) below:

2. Conduct at least two innovative technology opportunity and market assessments for completed, pending or prospective regulatory actions, and begin developing a framework for conducting future assessments as part of the EPA Action Development Process (ADP) and periodic regulatory action review process (as required by E.O. 13563, Improving Regulation and Regulatory Review), applying lessons learned from the two pilot assessments.

This work assignment is to support OSEM in managing and implementing one of the two pilots called for in the KPI above. In addition to OSEM, this work will involve coordinating across offices and programs at EPA, including but not limited to OCFO, ORD, Office of Solid Waste and Emergency Response (OSWER), Office of Air and Radiation (OAR), Office of Water (OW), and Office of Chemical Safety and Pollution Prevention (OCSPP). This work assignment will be used to (1) research and develop and distribute written reports regarding options and application of the market analysis concept, in accordance with the KPI (above); (2) assist in the development and application of analytical tools and methodologies pursuant to the KPI (methodology to be used will be determined by EPA with research supported by contractor); (3) generate resulting written reports and other deliverables related to the KPI analysis; (4) assist in facilitating and running meetings related to the KPI analysis, as well as other undertaking other types of communication, including possibly helping EPA individuals involved with the analysis coordinate with each other. Some work, such as defining technology opportunity and market assessment and how it may apply to regulatory actions has been developed. OSEM will share this work with the contractor and the contractor will use it as background and supportive material for this work assignment.

The purpose of this amendment is to support additional work under Tasks 4 (Research and Analysis) and 5 (Facilitation and Meeting Management) for high-level briefing presentations based on the market assessment already completed under this work assignment. Under task 4, the contractor shall develop a concise, contextual, and sophisticated briefing for senior management highlighting the methodology, results and potential regulatory/policy impact of the market assessment. Under task 5, the contractor shall present these findings, facilitate the meetings and track comments and input from

senior management across offices. This in addition the deliverables already completed under these tasks and will build on innovative technology work IEc has already completed under this WA.

Purpose

EPA is interested in using market analysis to evaluate how proposed rules, guidance documents, policy considerations, or strategic planning (among other EPA actions) might encourage or ease the market entry of new technologies, including (but not limited to) undertaking the following steps:

1. Determining what role market analysis can play in the context of regulatory review, policy making, or strategic planning, and how that application may be carried out;
2. Developing criteria that EPA might use to judge the appropriateness of a particular action, regulation, policy, or other EPA action for market analysis and technology opportunity assessment;
3. Developing the elements of market analysis (tools and methodologies) that could be used to conduct one pilot (with the potential for seeing how market analysis might fit into EPA's processes, such as the regulatory review process, policymaking process, strategic planning).

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

Tasks and Deliverables

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Phase I

Task 1-Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2-Scoping and Planning

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

This task is intended to provide technical review, information, and analysis on market assessments and technology opportunities tools, methodologies, and approaches as they may be applied to one pilot regarding an EPA action pursuant to the KPI. The Contractor shall provide information, advice, and expertise on market assessments and analyses and related activities, possibly including how market analysis might relate to EPA's existing action development process, policymaking process, strategic planning or other activities currently undertaken at EPA.

EPA at its discretion may take incomplete or partial work products and complete them "in-house."

Specifically, under this task with direction from the WA COR, the contractor shall collect, categorize, review, analyze, and summarize EPA data, documents, and other necessary materials in order to perform a market analysis. Possible analytical steps for a market analysis include the following:

- Scoping – This step includes scoping the project and level of effort with EPA. This initial step engages EPA to determine whether the EPA office/action selected is right and ready for a market analysis. In practice, a "Right and Ready" tool or checklist can be used to support this step.

- Planning – This step helps the contractor understand EPA’s situation in detail, such as understand the problem EPA is trying to address. This is accomplished by meeting with EPA to understand what EPA plans to accomplish with the market analysis. This step may be supported by the use of a “Needs Assessment” tool, a qualitative and quantitative questionnaire that helps to obtain this information and ultimately helps to develop a search strategy.

Deliverables and schedule under Task 2

- 2a. Scoping - Discuss scoping 7 calendar days after conversation with EPA/WA COR and receipt of necessary documents.
- 2b. Planning - Discuss planning 7 calendar days after request from WA COR.

Task 3-Facilitation and Meeting Management

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (Events: p. 1-8).]

The Contractor shall facilitate meetings between various offices, including managers and staff working on the market analysis and communicating its purpose, methodology, approach, and results, as directed by the WA COR, for Phase I. The contractor shall help address issues that may arise between different programs as directed by the WA COR. The WA COR anticipates approximately 2-4 meetings.

Task 3 Deliverables

- 3a. Plan/outline potential meetings schedule within 1 month of WA COR technical direction, with input from WA COR.
- 3b. Revisions to plan based on WA COR comments due back within 1 week of receipt of WA COR comments.
- 3c. Ongoing contact and communication with WA COR, as needed and on a timely basis, for any specific meeting that is organized (e.g., preparing background materials/agenda sending invitations and organizing public involvement, facilitating and note-taking, etc.).

Phase II

Task 4-Research and Analysis

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

This task is intended to provide technical review, information, and analysis on market assessments and technology opportunities tools, methodologies, and approaches as they may be

applied to one pilot regarding an EPA action pursuant to the KPI. The Contractor shall provide information, advice, and expertise on market assessments and analyses and related activities, possibly including how market analysis might relate to EPA's existing action development process, policymaking process, strategic planning or other activities currently undertaken at EPA.

EPA at its discretion may take incomplete or partial work products and complete them "in-house."

Specifically, under this task with direction from the WA COR, the contractor shall collect, categorize, review, analyze, and summarize EPA data, documents, and other necessary materials in order to perform a market analysis. Possible analytical steps for a market analysis include the following:

- **Researching** – This step makes use of a standard research methodology to conduct both secondary and primary research in order to capture findings. The process of secondary research is focused on gathering technical and market information to build asset-specific understanding of technical issues, identify key applications and competing technologies, use of market reports and other data to build general understanding, and develop a foundation upon which more detailed analysis can be build. Primary research provides insight from industry experts, and taken together with secondary research, form the basis for developing actionable options for EPA.
- **Analyzing** – This step synthesizes information by employing an analysis tool, such as a SWOT (Strengths, Weaknesses, Opportunities and Threats). This allows the contractor to develop findings and prioritize opportunities for EPA. The contractor may identify solution spaces, select target spaces, and focus on specific targets for analysis.
- **Reporting** – This step includes discussing steps to be taken to report information to EPA, documenting the findings, and delivering findings to EPA. The EPA receives a profile of the best opportunities to meet their needs with recommended actions. This output may include, but is not necessarily limited to, a product capability description, a summary of findings, and options for next steps.
- **Presenting** - **The contractor shall develop a concise, contextual, and sophisticated briefing for senior management highlighting the methodology, results and potential regulatory/policy impact of the market assessment.**

Deliverables and schedule under Task 4

- 4a. Researching - Discuss research steps 14 calendar days after meeting with WA COR.
- 4b. Analyzing - Discuss analytical steps 14 calendar days after meeting with WA COR.
- 4c. Reporting - Discuss reporting steps 14 calendar days after meeting with WA COR.

Within 14 days of receiving WA COR comments on draft report, submit revised draft to WA COR.

Within 14 days of WA COR comments to revised draft report, submit final report to WA COR.

- 4d. Presenting – Discuss and develop presentation of information within 14 days after meeting with WA COR.**

Task 5-Facilitation and Meeting Management

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (Events: p. 1-8).]

The Contractor shall facilitate meetings between various offices, including managers and staff working on market analysis pilots and communicating and carrying out the Phase 2 activities, as needed, for researching, analyzing and reporting as directed by the WA COR. The contractor shall also help address issues that may arise between different programs as directed by the WA COR. EPA anticipates approximately 2-4 meetings. **Under this task, the contractor shall also present the findings (of the report developed in Task 4) to managers, facilitate the meetings, and track comments and input from senior management across offices. EPA anticipates approximately 3-5 meetings.**

Task 5 Deliverables

- 5a. Plan/outline potential meetings schedule within 1 month of WA COR technical direction, with input from WA COR. WA COR anticipates approximately 2 meetings and at least 1-2 events.
- 5b. Revisions to plan based on WA COR comments due back within 1 week of receipt of WA COR comments.
- 5c. Ongoing contact and communication with WA COR, as needed and on a timely basis, for any specific meeting that is organized (e.g., preparing background materials/agenda sending invitations and organizing public involvement, facilitating and note-taking, etc.)
- 5d. **Facilitate meeting(s) with managers – present information in the draft and/or report(s) (Task 4) to managers and track any comments from managers.**

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-36			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-10 002		Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2			Title of Work Assignment/SF Site Name Market Assess. & Tech Operl.				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED			Specify Section and paragraph of Contract SOW Pgs. 5, 6, 10-11, 12 - elements 1, 3, 4						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval						Period of Performance From 11/19/2011 to 11/18/2012			
Comments: The purpose of this action under Work Assignment 2-36 is to approve the contractor's revised work plan budget, submitted in response to Amendment 000001, for 75 hours level of effort, (b)(4) in estimated costs and (b)(4) in fixed fee.									
<input type="checkbox"/> Superfund		Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund		
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Sec/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period: 11/19/2009 To 11/18/2014		Cost/Fee:			LOE				
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated: 06/19/2012		Cost/Fee: \$10,510.98			LOE 75				
Cumulative Approved:		Cost/Fee			LOE 306				
Work Assignment Manager Name Lisa Comer						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number 202-566-2206			
_____ (Signature) (Date)						FAX Number:			
Project Officer Name Cheryl R. Brown						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number: 202-566-0940			
_____ (Signature) (Date)						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
_____ (Signature) (Date)						Phone Number:			
_____ (Signature) (Date)						FAX Number:			
Contracting Official Name [Signature] Stefan Martijan						Branch/Mail Code:			
_____ (Signature) (Date) 30 July 2012						Phone Number: 202-564-4781 1987			
_____ (Signature) (Date)						FAX Number:			

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-36

☐

Other

☒

Amendment Number:

000002

Contract Number

EP W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech Opport.

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pgs. 5, 6, 10-11, 12 - elements 1, 3, 4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments:

The purpose of this amendment to Work Assignment (WA) 2-36 is to increase the level of effort by 115 hours, to revise the WA Statement of Work and to add Task 6.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 11/18/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

FOR

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Comer

Branch/Mail Code:

Phone Number 202-566-2206

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan Martinyan

Branch/Mail Code:

Phone Number: 202-566-1987

FAX Number:

(Signature)

(Date) 8/13/2012

Work Assignment SOW

Title: Support for Piloting Market Assessments and Technology Opportunities for EPA Actions
Phase I and Phase II

Contractor: IEC, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-36

Estimated Period of Performance: **Phase I** - Issuance to November 18, 2011
Phase II – November 19, 2011 - November 18, 2012

Estimated Level of Effort: Phase I Hours: 65
Phase II hours: 155
Amendment 1 hours: 75
Amendment 2 hours: 115

Key EPA Personnel:

Work Assignment COR (WA COR):

Lisa Comer

Office of Policy

Office of Strategic Environmental Management

U.S. EPA, 1200 Pennsylvania Ave., (1807-T)

Washington, D.C. 20460-0001

Tel. (202) 566-2206

Fax (202) 566-2220

Email: comer.lisa@epa.gov

Contract Level COR: Cheryl Brown

OP (1805T)

202/566-0940

202/566-3001 (fax)

Background

New and innovative approaches to environmental technology are increasingly becoming part of the solution for existing and emerging environmental challenges. The preponderance of evidence demonstrates that environmental protection and economic progress go hand-in-hand. Working with both internal and external partners, all functional units of the Agency will seek tangible, outcome-oriented opportunities to catalyze and support technology innovation across the range of the Agency's work. EPA will support a more seamless system of policy development and implementation; finance; and technology R&D, commercialization, and adoption to ensure a more sustainable approach to innovation across the Agency. EPA will advocate more cost-

effective, innovative solutions that eliminate, or significantly reduce, adverse impacts to natural resources in a manner that promotes healthy, productive communities.

The Office of Policy (specifically, the Office of Strategic Environmental Management within OP), Office of the Chief Financial Officer (OCFO), and the Office of Research and Development (ORD), will work together and with EPA programs and regions to accomplish these goals.

Specifically, this work assignment will help Office of Strategic Environmental Management (OSEM) with a range of activities and services related to the implementation of the Key Performance Indicator (“KPI” listed under cross-cutting fundamental strategies, May 2011 in EPA’s Strategic Plan) excerpted and included (paragraph 2) below:

2. Conduct at least two innovative technology opportunity and market assessments for completed, pending or prospective regulatory actions, and begin developing a framework for conducting future assessments as part of the EPA Action Development Process (ADP) and periodic regulatory action review process (as required by E.O. 13563, Improving Regulation and Regulatory Review), applying lessons learned from the two pilot assessments.

This work assignment is to support OSEM in managing and implementing one of the two pilots called for in the KPI above. In addition to OSEM, this work will involve coordinating across offices and programs at EPA, including but not limited to OCFO, ORD, Office of Solid Waste and Emergency Response (OSWER), Office of Air and Radiation (OAR), Office of Water (OW), and Office of Chemical Safety and Pollution Prevention (OCSPP). This work assignment will be used to (1) research and develop and distribute written reports regarding options and application of the market analysis concept, in accordance with the KPI (above); (2) assist in the development and application of analytical tools and methodologies pursuant to the KPI (methodology to be used will be determined by EPA with research supported by contractor); (3) generate resulting power point presentations, written draft and final narrative reports, and other deliverables related to the KPI analysis; (4) assist in facilitating and running meetings related to the KPI analysis, as well as other undertaking other types of communication, including possibly helping EPA individuals involved with the analysis coordinate with each other. Some work, such as defining technology opportunity and market assessment and how it may apply to regulatory actions has been developed. OSEM will share this work with the contractor and the contractor will use it as background and supportive material for this work assignment.

OSEM requests additional support via Amendment from IEc under Tasks 4 (Research and Analysis) and 5 (Facilitation and Meeting Management) to support high-level briefing presentations based on the market assessment already completed under this work assignment. Under task 4, the contractor shall develop a concise, contextual, and sophisticated briefing for senior management highlighting the methodology, results and potential regulatory/policy impact of the market assessment. Under task 5, the contractor shall present these findings, facilitate the meetings and track comments and input from senior management across offices. This in addition

the deliverables already completed under these tasks and will build on innovative technology work IEC has already completed under this WA.

OSEM requests additional support under Amendment 2 for the contractor to develop and deliver a final written report (in narrative format) that incorporates all of the research and analysis and presentation materials previously developed under this WA – as described in the new Task 6.

EPA requests this work be completed by September 2012.

Purpose

EPA is interested in using market analysis to evaluate how proposed rules, guidance documents, policy considerations, or strategic planning (among other EPA actions) might encourage or ease the market entry of new technologies, including (but not limited to) undertaking the following steps:

1. Determining what role market analysis can play in the context of regulatory review, policy making, or strategic planning, and how that application may be carried out;
2. Developing criteria that EPA might use to judge the appropriateness of a particular action, regulation, policy, or other EPA action for market analysis and technology opportunity assessment;
3. Developing the elements of market analysis (tools and methodologies) that could be used to conduct one pilot (with the potential for seeing how market analysis might fit into EPA's processes, such as the regulatory review process, policymaking process, strategic planning).

The purpose of Amendment 2 is to request the contractor develop and deliver a final written narrative report, as described in Task 6, by September 2012.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project that generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if Yes is checked above.

Phase I—Approval to November 18, 2011

Tasks and Deliverables

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1-Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan for both Phase I and II. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2-Scoping and Planning

Remains unchanged.

Task 3-Facilitation and Meeting Management

Remains unchanged.

Phase II—November 19, 2011—November 18, 2012

Task 4-Research and Analysis

Remains unchanged.

Task 5-Facilitation and Meeting Management

Remains unchanged.

Task 6 – Development of Final Written Report

In addition to draft and final power point presentations already developed by the contractor under this WA SOW, the contractor shall prepare a final written report (in narrative format) that incorporates all draft materials and information previously submitted to the WA COR. The final report shall explain the results of the market analysis on flame retardant alternatives providing important context for the information gathered through research and analysis. The report shall contain an executive summary; text for a full report; hyperlinks to supporting information

gathered by the contractor including EPA documents and non-EPA documents; and appendices containing presentations of the results of research and analysis, along with primary and secondary research source summaries. The report shall not identify any industry expert (individual, company, or organization involved as a primary research source for this analysis) in any way other than that agreed to by the source at the time of the original conversation.

- 6a. Reporting - Discuss reporting steps 7 calendar days after completion of WA workplan approval for Amendment 2.
- 6b. Within 7 days of meeting with WA COR, submit outline of report.
- 6c. Within 14 days of receiving WA COR comments on outline, submit draft report to WA COR.
- 6d. Within 14 days of WA COR comments to draft report, submit revised draft to WA COR.
- 6e. Within 14 days of WA COR comments on revised draft, submit final report to WA COR.
- 6f. Present final report to EPA, complete with executive summary and all necessary supporting materials and documentation, by September 2012.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-36

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech. Opport.

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

PGs/ 5-6, 10-11, 12 - elements 1, 3, 4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 11/19/2011 to 11/18/2012

Comments

The purpose of this action under Work Assignment 2-36 is to approve the contractor's revised work plan budget, submitted in response to Amendment 2 for 115 level of effort hours,

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1500-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period

Cost/Fee:

LOE:

11/19/2009 To 11/18/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/22/2012

Cost/Fee: \$56,463.39

LOE: 421

Cumulative Approved

Cost/Fee: \$56,463.39

LOE: 421

Work Assignment Manager Name Lisa Comer

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-2206

FAX Number:

Project Officer Name Cheryl R. Brown

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Stefan Martijan

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-1987

FAX Number:

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment				Work Assignment Number 2-36						
				<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002						
Contract Number EP-W-10-002		Contract Period 11/19/2009 To 09/19/2014 Base Option Period Number 2		Title of Work Assignment/SF Site Name Market Assess. & Tech Opport.						
Contractor INDUSTRIAL ECONOMICS, INCORPORATED			Specify Section and paragraph of Contract SOW PGs/ 5-6, 10-11, 12 - elements 1, 3, 4							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval			Period of Performance From 11/19/2011 To 9/19/2012							
Comments: The purpose of this action under Work Assignment (WA) 2-36 is to approve the contractor's revised work plan dated April 5, 2013 requesting a no cost, reallocation of funding with an estimated cost of (b)(4) fixed fee of (b)(4) for a total of \$46,368.12.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1800-69A										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period		Cost/Fee: \$0.00		LOE: 0						
11/19/2009 To 09/19/2014										
This Action		\$46,368.12		357						
Total:		\$46,368.12		357						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 04/05/2013		Cost/Fee: \$46,368.12		LOE: 357						
Cumulative Approved:		Cost/Fee: \$46,368.12		LOE: 357						
Work Assignment Manager Name Lisa Comer _____ (Signature) (Date)						Branch/Mail Code: Phone Number: 202-566-2206 FAX Number:				
Project Officer Name Cheryl R. Brown _____ (Signature) (Date)						Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:				
Other Agency Official Name _____ (Signature) (Date)						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Stephen Martyn _____ (Signature) (Date)						Branch/Mail Code: Phone Number: 202-564-1987 FAX Number:				

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2 36

☐ Other ☒ Amendment Number:

000003

Contract Number

WP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Market Assess. & Tech. Opport.

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pgs. 5, 6, 10-11, 12 -elements 1, 3, 4

Purpose

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 11/19/2011 to 11/18/2012

Comments:

The purpose of this amendment to Work Assignment (WA) 2-36 is to appoint an Alternate WA Contracting Officer's Representative (COR), Shane Harbour, telephone (202)566-2959. The Alternate WA COR will be acting WA COR from August 13-27, 2012.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 11/18/2014

This Act on:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Comer

Branch/Mail Code:

Phone Number 202-566-2206

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan McCarthy

Branch/Mail Code:

Phone Number 202-564-1987

FAX Number:

(Signature)

(Date) 8/15/2012